



METROPOLITAN PLANNING ORGANIZATION

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Title VI Data Collection and Analysis Policy

1. Policy Statement

In accordance with Federal Title VI/Nondiscrimination regulations, the Herkimer-Oneida Counties Transportation Council (HOCTC) is required to have a policy in place to collect and analyze statistical Title VI data on the population within its Metropolitan Planning Area. Specifically, Title VI data includes information on Environmental Justice (EJ), Limited English Proficiency (LEP) and the Americans with Disabilities Act (ADA).

HOCTC is required to collect and analyze Title VI data for the purpose of:

- Measuring and monitoring the Department's delivery of programs consistent with Title VI;
- Aiding in community outreach as part of the transportation planning and project development process;
- Analyzing programmatic trends and impacts; and
- Identifying opportunities to avoid and mitigate unlawful discrimination in project planning, project design and project construction.

2. Policy and Guidance

Title VI of the Civil Rights Act of 1964 and subsequent statutes, regulations and executive orders require recipients of Federal financial assistance to ensure that no person shall be excluded from participation in, denied the benefits of, or be subject to unlawful discrimination in, the operation, implementation, access and use of the recipients' programs, activities and facilities based on race, color, national origin, sex, age, disability, or low income or limited-English proficiency.

The purpose of this policy is to inform HOCTC staff, whose responsibilities include public outreach during the different phases of the planning process, to be aware of how their decisions and actions must comply with Title VI (nondiscrimination) regulations. The type and extent of Title-VI data collected and utilized may differ depending on the special emphasis program area. Nonetheless, HOCTC is mandated to, at a minimum, collect and analyze Title VI data to understand community demographics and facilitate the equitable distribution of the beneficial effects of transportation planning and project development activities, and minimize the adverse impacts.

The Herkimer-Oneida County Transportation Council shall collect statistical data on numerous aspects of the Metropolitan Planning Area's population. The data to be collected includes but is not limited to:

- Regional population and growth rates
- Regional ethnic composition
- Age distribution by race
- Number of households by income group
- Median household by income
- Percent of persons below poverty line
- Percent of persons by age group with mobility limitations

- Percent of elderly persons
- Percent of disabled by types of disability
- Languages spoken
- Percent of Population without Vehicle Access

The Herkimer-Oneida County Transportation Council will utilize a variety of resources to collect and compile the aforementioned data. These resources include but are not limited to:

- U.S. Census Data
- American Communities Survey
- Population Estimates Program
- Other Population Data Websites (i.e. NHGIS)
- School Districts within the Metropolitan Planning Area
- Transit Ridership Surveys
- Management Systems (Pavement and Congestion)
- Land Use Plans
- Geographic Information Systems (GIS)
- Transportation Models
- Information from other County Departments (i.e. Health and Social Services)

Upon completion of data compilation various tools will be used to analyze the data and apply it to the Metropolitan Planning Area so as to identify vulnerable populations. These tools will include ESRI ArcPro Geographic Information Systems and its statistical analysis capabilities. These programs will be used to identify and map out the vulnerable populations in the area. Throughout the planning and project development process, HOCTC staff are required to consult this information to ensure that vulnerable populations are benefiting from any MPO programs and that these populations are not being adversely affected by any actions of the MPO. The data collected should be refreshed as new and updated data becomes available from data sources and used to support the Herkimer-Oneida Counties Transportation Council's policies, programs and activities. At a minimum, data should be monitored yearly and updated upon discovery of new statistics and information.